

# Washburn University Staff Council Meeting Minutes

**November 10, 2020**

Members Present: Matt Busey, Meagan Smejdir, Christa Smith, Blaine Smith, Nancy Province, Erik Carlson, Jackie Askren, Drew Liggett, Beth Matthews, Jennifer Bixel, Janice Martin

Members Not Present – Leah Brown, Marie Hall, James Scotti, Emily Schneider

Guests – Dr. Eric Grospitch, Chris Kuwitzky

- I. The meeting was called to order by Chairperson Christa Smith at 3:05pm.
- II. Roll Call
  - a. Attendance was taken by Zoom chat.
- III. Guest Speaker
  - a. Dr. Eric Grospitch, Vice President for Student Life, WSGA Smoke Free Campus Resolution
    - i. WSGA passed a resolution for moving campus to a smoke-free campus, including other tobacco products (vaping, chewing tobacco, etc..)
      1. Smoking locations that are currently available on campus will go away; smoking would only be allowed in a vehicle in a parking lot
      2. These conversations have been occurring for quite a while, and since COVID is an airborne illness, this topic has been brought to the forefront
      3. Maybe we can look at making individual exceptions to the smoke free process, similar to the exception for having alcohol on campus, for specific events
      4. We will happily provide employees with resources through our Employee Wellness Program, should they wish to stop smoking
      5. The language in the proposal indicates that if smoking occurs on the city streets around campus, that would be outside of the Washburn campus
      6. Concern about people going to neighboring property (business and private) to smoke
      7. Based on a previous survey that Staff Council sent out to all staff members, it appears that approximately 70% of the staff on campus would be in support of this initiative
      8. Policy Enforcement – agreement/casual conversation among colleagues, and then if violations continue to occur, then there would be a conversation between the employee and their supervisor
      9. Dr. Grospitch is working with the Faculty Council and Faculty Senate, and would welcome any support from the Staff Council

10. Timeline – ideally a policy would be in place before the start of the spring 2021 semester, but this will depend on the feedback from Faculty Council and Faculty Senate
11. Staff Council Members – Please report this information to your constituents, and solicit their feedback on the proposed policy

IV. Approval of October 13, 2020 Minutes (Motion)

- a. Voting
  - i. Motion – Matt Busey
  - ii. Second – Beth Matthews
  - iii. Votes
    1. Yay – 11
    2. Nay – 0
    3. Abstain – 0

V. Committee Reports:

- a. Chair Report – Christa Smith
  - i. Met with Dr. Farley on 11/5
    1. Discussed the smoke free initiative, and he supports the resolution
    2. Funding will stay pretty much the same as it has always been; a recent increase in sales tax revenue looks to be positive; currently we are down in enrollment, but we are staying optimistic; over the next few years, general college enrollment will be trending down, so there may be some restructuring (ie: retirements and/or vacancies that may not be filled)
    3. Cautiously optimistic that we may see a 2% salary increase in the next year; wants to ensure that we are staying competitive with our pay and benefits
    4. Next meeting with Dr. Farley will be in December 2020
- b. Board of Regents Meeting Update – Beth Mathews
  - i. Audit Committee Meeting – report was presented and accepted by the Board of Regents
  - ii. Financial Statements were presented to the Audit Committee and the entire Board of Regents
  - iii. Reception for the presentation for Law School donation; it looks like the Law School groundbreaking is anticipated for May 2021
  - iv. Indoor Athletic Facility ribbon cutting on 11/12/2020
  - v. Homecoming is this week – several activities throughout the week; the football game has been cancelled
  - vi. Action Items
    1. Approval of audit
    2. Revision to policy regarding benefits, giving staff an additional holiday on 12/24
    3. Lighting improvements on the softball fields – approved to accept bids; the project will be primarily funded through private donations
    4. Approved to name the softball fields Ganstrom Field

- 5. Rehearsal Space – new building for smaller rehearsal space near White Concert Hall; if approved, the project would be primarily funded through private donations
- vii. Don't forget – anybody can view/attend the live stream of the meeting!
- c. All Faculty/Staff Email/Posting Committee – Vacant
- d. Benefits Committee – Jennifer Bixel, Emily Schneider, Christa Smith
  - i. No meeting yet, but Teresa Lee has invited Staff Council representatives to the Benefits Committee
  - ii. Eye Med – rate guarantee extension until January 1, 2025; this does not prevent Washburn from looking at other carriers or terminating our contract before the deadline
- e. Food Advisory Committee – Jan Martin
  - i. Calendar with list of dining halls and hours of operation
  - ii. Thanksgiving meal on 11/19 – Grab n go at the union, 11am-1pm, purchase tickets in advance for \$10.50
- f. Parking Ticket Committee – Leah Brown and Blaine Smith
  - i. No Report
- g. Safety Committee – Beth Mathews
  - i. Meeting on 10/27
    - 1. Teresa Lee advised that CDC revised guidelines for COVID safety; Shawnee county has adopted these guidelines, so we assume that Washburn will also adopt them
    - 2. Next meeting will be on 12/1/2020

VI. Old Business:

- a. Committee Appointments
    - i. All Faculty/Staff Email/Posting Committee (1 vacancy)
      - 1. Nominations
        - a. Jackie Askren
          - i. Motion – Matt Busey
          - ii. Second – Erik Carlson
          - iii. Vote
            - 1. Yay – 11
            - 2. Nay – 0
            - 3. Abstain – 0
        - 2. Christa will notify this committee chair that Jackie will represent the Staff Council so that she can be included in committee business
- b. S drive folder StaffCouncil, Argos report access, Microsoft Groups
  - i. We will be storing Staff Council documents in the S drive
  - ii. If you do not have access to the S drive folder, please notify Christa
  - iii. We have an Outlook groups account too, so everyone has a space/place to access information for Staff Council
  - iv. Please be sure to access your Argos report so that you can connect with your constituents; feel free to direct constituents to the Staff Council webpage

VII. New Business:

- a. Constituent Concern

- i. Wellness Days – should these dates apply to staff members?
  - 1. These two dates were created as an alternative to Spring Break
    - a. Since staff normally work during the Spring Break time, staff should be able to work with their supervisor to coordinate if they want some time off (personal or sick leave)

VIII. Informational Items:

- a. WUPRPM Policy Revision – Section E. Benefits – December 24<sup>th</sup> Holiday
- b. Next Meeting: December 8, 2020 – Zoom Video Conference - 3:00 - 4:00 pm
- c. Stay safe – keep wearing your mask, washing your hands and make good decisions in limiting exposure to others!

IX. Adjournment (Motion)

- a. Motion – Janice Martin
- b. Second – Jackie Askren
- c. Vote
  - i. Yay – 11
  - ii. Nay – 0
  - iii. Abstain – 0

*Minutes submitted by Staff Council Secretary Meagan Smejdir.*